



The Honorable
Felix P. Canachio
Governor

The Honorable
Michael W. Cruz, M.D.
Assistant Governor

2/3/10
on salary original
accept and original
for

public works
DIPARTAMENTO DE OBRAS PUBLICAS

Lawrence P. Perez
Director
Andrew S. Leon Guerrero
Deputy Director

*Recd
11/9/09*

MEMORANDUM

TO: Director, Department of Administration

ATTN: Administrator, Human Resources Division

FROM: *Lawrence P. Perez* 11/3/09
LAWRENCE P. PEREZ, Director, Department of Public Works

SUBJECT: Above Step Recruitment :

Mr. Freddie Cruz, Construction Inspector I
Mr. Paul V. Quenga, Construction Inspector II

Department of Administration
Human Resources Division

FEB 04 2010
1C 10 0377
Administrative Office

Pursuant to 4GCA Section 6205, this is to request the above-step recruitments of Freddie Cruz, Construction Inspector I, and Paul V. Quenga, Construction Inspector II, with the Federal Highway Section of the Division of Highways, Department of Public Works.

Both individuals were selected for the position of Construction Inspectors recently. This is to respectfully request that Mr. Cruz's appointment be at Step 4 of the pay grade "I" for Construction Inspector I; and Mr. Quenga's appointment be at step 5 of the pay grade "J" for Construction Inspector II, effective the same date as their appointment.

These gentlemen have been with the DPW's Federal Highway Section for quite some time now. Their rapid progression in the field has been very notable in their performance and passion towards their job. Against the uncertainties of temporary employment, they continued to pursue schooling and training to better themselves in a highly technical environment. This achievement was not without challenges as there came at a time when the Federal Highway Division was also under scrutiny and Federal standards and prerequisites for Construction Inspectors were being accelerated. They both rose to the challenge, passed with high marks, fast-tracked intense training required by the Feds, and easily earned their place on their short list of qualified Construction Inspectors.

Mr. Cruz and Mr. Quenga are extremely dedicated and reliable employees often responding on short notices for critical highway inspections on a myriad of projects 24 hours a day. With the military buildup upon us, Federal Highway projects and timelines will require a cadre of Construction Inspectors of both their abilities and characters.

Above-step recruitment request for Mr. Freddie Cruz and Mr. Paul Quenga - Page 2

I wish to acknowledge their exemplary work to date, their making the grade in a highly technical environment, and their contagious positive attitude towards their jobs and fellow employees. The competition for fine employees like Mr. Cruz and Mr. Quenga will not doubt be out there as construction activities pick up across our landscape.

The Department of Public Works Federal Highway Section wishes to recognize their achievements to date, their outstanding contributions to the department's highway projects, and give them the incentive to stay with our operations. Therefore, without hesitation, I recommend that they be given the above-step recruitment they have clearly earned and which I'm confident they will continue to merit.

Your favorable consideration is respectfully solicited.



Felix P. Camacho
Governor

Michael W. Cruz, M.D.
Lieutenant Governor

GOVERNMENT OF GUAM
(GUBETNAMENTON GUÁHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASON)

DIRECTOR'S OFFICE
(Ufisinan Direktot)

Post Office Box 884 • Hagåtña, Guam 96932
TEL: (671) 475-1101/1250 • FAX: (671) 477-6788



Lourdes M. Perez
Director

Joseph C. Manibusan
Deputy Director

NOV 18 2009

HRD NO: OG10-0120

MEMORANDUM

TO: Director of Public Works

FROM: Director of Administration

SUBJECT: Request for Above-step Recruitment
RE: Mr. Freddie Cruz, Construction Inspector I
Mr. Paul V. Quenga, Construction Inspector II

Buenas yan Háfa Adal! This is in response to your request for above-step recruitment of the above-named employees. Please note that above-step requests must be based on recruitment difficulty and/or exceptional qualifications of the employees. At this time we have no records that will support recruitment difficulty since the positions must be announced on a continuous basis with reasonable effort taken to target specific sources of recruitment to ensure adequate dissemination of the job announcement.

With respect to exceptional qualifications, Mr. Cruz barely qualified for the position. There is no question that he has received training that makes him qualified to be an inspector; however, he lacks the experience and training that would classify him as a recognized expert in his field. In addition, since Mr. Cruz is already an employee of the government, above-step requests do not apply to promotional transactions.

Mr. Quenga has eight years of experience as an inspector. The average industry standard for achieving a certain level of competency in a position is five years of experience based on the Hay Evaluation Methodology. Mr. Quenga is classified as competent based on his years of experience. Whether he is an expert in his field and should be viewed as exceptional will require additional justification, specifically in the area of his education and training that provides him the skills to exceed work expectations and place him above and beyond his peers at this point in his career. Please submit additional written justification for Mr. Quenga.

Si Yu'us Ma'ase!

Lourdes M. Perez
LOURDES M. PEREZ

cc: DOA Chrono
HRD Chrono
Recruitment Branch
Tracer



The Honorable
Rolando P. Camacho
Governor

The Honorable
Michael W. Cruz, M.D.
Assistant Governor

2/3/10
OK
Accepted as original info

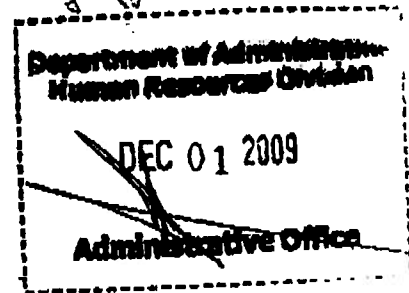


public works
DEPARTAMENTO DE OBRAS PUBLICAS
Lawrence P. Perez
Director
Andrew S. Leon Guerrero
Deputy Director

Yafly
DOA

MEMORANDUM

TO: Director, Department of Administration
ATTENTION: Administrator, Human Resources Division



FROM: *[Signature]* Director, Department of Public Works
SUBJECT: Freddie Cruz and Paul V. Quenga Above-Step Recruitment Request
(Additional Justification)

The following is provided as additional justification requested for the above-step recruitments of Mr. Freddie Cruz and Mr. Paul V. Quenga. I have focused on two key areas which obviate the need for this request and that is recruitment difficulty and retention challenges of the positions.

1) On the issue of difficulty recruiting for these positions, the Department of Public Work's ability to attract candidates is ever more challenged due to upgraded standards for highway inspectors, especially that of the federal government who fund a majority of Guam's highway projects. Both Mr. Cruz and Mr. Quenga have withstood these pressures through their diligent application and successful completion of training programs designed to ensure that they are prepared for these upgraded standards. The following are some of the specialized training they have taken in the brief time they have been employed with the Department of Public Works' Federal-aid Highway Program:

- February 28, 2008 - Guidelines for Traffic Control in Work Zones Per 23 CFR Part 655 Subpart F Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) and 29 DFR 1926.200A-202
- April 24, 2009 - Parson Construction Management and Inspection Training Program in GENERAL INSPECTION
- April 24, 2009 - Parson Construction Management and Inspection Training Program in SAFETY AND TRAFFIC CONTROL
- May 20-22, 2009 - FHWA-NHI COURSE #380034B Design Construction and Maintenance of Highway Safety Features and Appurtenances
- October 30, 2009 - Parson Construction Management and Inspection Training Program in CONTRACT ADMINISTRATION
- October 30, 2009 - Parson Construction Management and Inspection Training Program in SCHEDULING

Additional Justification for F. Cruz and P. Quenga - Page 2

- **October 30, 2009 - Parson Construction Management and Inspection Training Program in MATERIALS**

2) On the issue of retention, the military buildup and highway projects funded by the Obama stimulus package have also dealt unfair competition upon the government of Guam in retaining trained and experienced employees in this cadre of positions. Many reputable, well-financed, construction companies are offering very attractive salaries for Construction Inspectors of Mr. Cruz and Mr. Quenga's caliber and background. There is an urgent need for the government of Guam to provide proper incentives to employees worth keeping, such as Mr. Cruz and Mr. Quenga, in order to effectively meet the unprecedented confrontations of this buildup. More than ever, these Construction Inspectors positions, which these gentlemen aptly fill, is on the short list of positions most vulnerable for the retention challenges in the current environment.

Again, your favorable consideration of this request on behalf of Freddie Cruz and Paul V. Quenga will be greatly appreciated.